

Dave Heineman, Governor

MEMORANDUM

DATE: March 22, 2012

TO: ARRA Distribution List
Attention All Agencies, Boards and Commissions in receipt of ARRA Funds
Attention State Finance Officers in receipt of ARRA Funds

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Section 1512 Report
January 1, 2012 through March 31, 2012 due April 14, 2012 11 PM CST

April 1, 2012 opens the reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. The timeline is attached. All reporting phases end at 11 PM CST.

Please submit Section 1512 reports to www.FederalReporting.gov by Friday, April 13th and to www.StateReporting.Nebraska.gov by Wednesday, April 18th.

Thank you for your continued commitment to the accountability and transparency required by ARRA.

The April 2012 Reporting Timeline

- **Reminder**
 - o CCR registration requires annual renewal. Verify the status of your CCR registration at <https://www.bpn.gov/CCRSearch/Search.aspx>
- **Correcting Prior Quarter Data**
 - o Recipients may submit data change requests via the ADC (Automated Data Change) Tool in Federal Reporting.gov. Instructions for submitting data change requests are found in [Chapter 16 of the User Guide](#). Prior quarter jobs data and sub-recipient data changes are not allowed.
 - o Please contact your assigned State Budget Division Budget Analyst before using this feature.

- **April 1st – 14th** Initial Submission 1st -10th & Extended Submission 11th – 14th to www.FederalReporting.gov
 - o Federal agency may “view only” and extract daily.
 - o Reports submitted the 11th through the 14th will not be marked as late.
 - o Continue to use the Excel Grants & Loans spreadsheet version 1.6, 1.7 or 1.8. The spreadsheet format is required to submit grant and loan Section 1512 reports to www.StateReporting.Nebraska.gov .
 - o Operand characters (+, -, =, *, /) in a cell will not load correct numeric values. Enter the value of the final number rather than any type of formula that produces a number.
 - o An Excel spreadsheet and other methods are available for contracts. Contract spreadsheets are not submitted to www.StateReporting.Nebraska.gov .
 - o Use the same key data elements, such as award number to link reports from quarter to quarter. Refer to www.FederalReporting.gov Chapter 10 User Guide instructions to link and unlink reports.
 - o Mark reports as final according to OMB Memorandum M-10-34 <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-34.pdf> page 5, Q&A #6 and consult with your federal agency.
 - o Document data sources for future reviews and audits.
- **April 13th** Friday Load Spreadsheet to www.FederalReporting.gov
 - o State of Nebraska agency prime recipients should submit their Excel spreadsheets to www.FederalReporting.gov by Friday, April 13th.
 - o Verify federal confirmation reports to ensure report submission.
 - o Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to www.FederalReporting.gov .
- **April 14th** Saturday Last Day to Submit Section 1512 Report to www.FederalReporting.gov
- **April 15th – 17th** Sunday - Tuesday Recipient Review & Revision
 - o You may review and revise a report only if it has been submitted to www.FederalReporting.gov by Saturday, April 14th.
- **April 18th** Wednesday

Load Section 1512 Spreadsheet to www.StateReporting.Nebraska.gov

 - o Please load your April 2012 Excel spreadsheets to www.StateReporting.Nebraska.gov by Wednesday, April 18th.
 - o At midnight on April 18th, www.StateReporting.Nebraska.gov will be locked.
- **April 18th – 29th** Federal Agency Review
 - o Reports will be locked in www.FederalReporting.gov at 11 PM CST Tuesday, April 17th.
 - o Monitor email communication in www.FederalReporting.gov.
 - o To make a correction during this time, ask your federal agency to open your report for editing.
 - o Load corrected spreadsheets to www.StateReporting.Nebraska.gov . After April 18th, contact your assigned State Budget Division Budget Analyst to obtain system access.

- **April 30th** Monday Data Published on www.Recovery.gov
- **May 1st – May 2nd** www.Recovery.gov System Maintenance
- **May 3rd – June 18th** Continuous QA Period 1 and 2
 - May 28 End of Period 1 Continuous QA (last day to upload report)
 - May 29 OMB Review
 - May 30 Data from Period 1 QA Published on www.Recovery.gov
 - June 18 End of Period 2 Continuous QA (last day to upload report)
 - June 19 OMB Review
 - June 20 Data from Period 2 QA Published on www.Recovery.gov
- **April 1 through June 18th** State Accounting Division Review
 - Review will begin as soon as your reports are loaded to www.StateReporting.Nebraska.gov .
 - Respond to State Accounting Division requests so that the final uploads contain the most accurate data and both systems contain the same data.
- **Keeping www.Recovery.gov the same as www.StateReporting.NE.gov.**
 - There are several ways to change data in www.Recovery.gov. Be sure to upload those same changes to www.StateReporting.NE.gov prior to the three key publishing dates, April 30th, May 30th and June 20th.

April 2012							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Initial Submission
 13th FedRpt.gov
 18th StatRpt.NE.gov
 30th Recovery.gov

Continuous QA
 28th FedRpt.gov
 29th StateRpt.NE.gov
 30th Recovery.gov

Continuous QA
 18th FedRpt.gov
 19th StateRpt.NE.gov
 20th Recovery.gov